

DUTY STATEMENT

DUTY STATEMENT

Employee Name:	Current Date: 9/1/23
Classification: Student Assistant	Position #: 673-710-4870-945
Division: Air Quality Planning & Science Division	Branch: Modeling & Meteorology Branch
Section: Atmospheric Modeling and Support Section	CBID: R11
Supervisor Name: Leonardo Ramirez	Supervisor Classification: Air Resources Supervisor I

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict of Interest Code.
- Duties performed may require pre-employment physical.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below):
- Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

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FOR SUPERVISORY POSITIONS ONLY:

Indicate the number of positions by classification that this position DIRECTLY supervises:

Total number of positions in Section/Branch/Office for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS: N/A

MISSION OF SECTION:

The Atmospheric Modeling and Support Section is responsible for preparing speciated spatially and temporally resolved gridded emission inventories, as well as conducting modeling studies and analyses. The duties of the section broadly fall into the following areas: 1) quality assure gridded emission inventories for modeling; 2) test and apply state-of-the-science meteorological, emissions, and air quality models throughout the State; 3) coordinate with other Sections and air quality districts on the development of emission targets for State Implementation Plans; 4) provide regulatory modeling support to assess the potential air quality impacts of proposed regulations.

CONCEPT OF POSITION:

Under close supervision of the Section Manager, this position, in an entry, training level capacity, will assist in the analysis, development or improvement of inputs required by air quality models, which are used to support CARB's air quality management programs. The position requires close interaction and teamwork with Section and Branch staff. Specific tasks may include gathering, assisting in development and updating of the gridded emissions inventory, pre-processing and creating surrogates needed to spatially disaggregate county wide emissions data, and preparing documentation and reports. Specific duties include:

% OF TIME	RESPONSIBILITIES OF POSITION
25%-E	Under close supervision of the Air Resources Supervisor I, the successful candidate will work in a training level capacity to assist in the creation of surrogates that are needed for spatial disaggregation of county wide emissions.
20%-E	Under close supervision of the Air Resources Supervisor I, the successful candidate will assist in improving the day specific emission inventories for the agricultural burning sector for the entire state of California.
20%-E	Under close supervision of the Air Resources Supervisor I, assist in the development of state-of-the-science inputs required by air quality models. Utilize existing tools and applications to manipulate and analyze large, complex datasets.

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% OF TIME	RESPONSIBILITIES OF POSITION
20%-E	Under close supervision of the Air Resources Supervisor I, work with section staff to assist in the quality assurance and data analysis of modeling inputs. Perform quality assurance and data analyses on emissions of spatially and temporally resolved emissions data, and aerometric data used for modeling applications.
15%-M	Perform other tasks such as distributing reports and correspondence and making photocopies. Perform other duties as may be required to meet the goals of the Section and provide support to other Division staff when needed.